

CIA ARCHIVES AND RECORDS CENTER

13 November 1967

MEMORANDUM FOR: CIA Records Administration Officer
SUBJECT : Magnetic Tape to Microfilm Converter

1. I can see two and possibly three applications for the above in the Support Directorate as it involves us here at the A&RC:

A. The T/O listings from Personnel. These are received quarterly and remain as a Vital Record until the next one is received and then moved into Archives where they are to remain forever.

B. The Office of Security magnetic tapes. These are here now as a backup to the ones at Headquarters but could not be used here. The capability of use here could be realized by also depositing the info on microfilm at specified intervals. Of course this would have to be in addition to the tapes. STATINTL

C. Employee earning records. These have to be kept for 56 years and possibly could be converted. [REDACTED] would be the one most knowledgeable about this. STATINTL

[REDACTED]
Chief, A&RC